

**Monthly Production Report Process: Developing a Military Funeral Honors (MFH) Monthly Production Report in the Tribute Assistance Planning Service (TAPS) database**

<b>No.</b>	<b>Activity/ Decision Point Name</b>	<b>Description</b>	<b>Regulations and Supporting Resources</b>	<b>Documents and Forms</b>	<b>Systems</b>	<b>Notes</b>
1	Access Reserve Component Management System (RCMS) website and login with Common Access Card (CAC)	ARNG Level User opens a new webpage, enters RCMS website, and logs in with CAC. User must be registered on Army Knowledge Online (AKO).			RCMS	This Step can be done by any person with NGB Level access to TAPS, including the Program Manager.
2	Click on "Military Funeral Honors" (RCMS, TAPS)	ARNG Level User clicks on "Military Funeral Honors" located on the left hand menu bar to enter TAPS. ARNG Level User sees all pending Missions up to two weeks out in all 54 States/Territories.			RCMS TAPS	This Step can be done by any person with ARNG Level access to TAPS, including the Program Manager.  TAPS is only used for MFH missions.
3	Click on "Reporting Center" (TAPS)	ARNG Level User clicks on "Reporting Center" located on the top tool bar.			TAPS	This Step can be done by any person with ARNG Level access to TAPS, including the Program Manager.
4	Click on "NGB Reports" (TAPS)	ARNG Level User clicks on "NGB Reports" from drop down list.			TAPS	This Step can be done by any person with ARNG Level access to TAPS, including the Program Manager.
5	Click on "State Monthly Rollup" (TAPS)	ARNG Level User clicks on "State Monthly Rollup" from drop down list.			TAPS	This Step can be done by any person with ARNG Level access to TAPS, including the Program Manager.

No.	Activity/ Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
6	Select fiscal year and month (TAPS)	ARNG Level User uses drop down lists to select fiscal year and month.			TAPS	This Step can be done by any person with ARNG Level access to TAPS, including the Program Manager.
7	Click on "Run" (TAPS)	ARNG Level User clicks on "Run." Monthly summary reports are displayed for ARNG and all 54 States/Territories.			TAPS	This Step can be done by any person with ARNG Level access to TAPS, including the Program Manager.
8	Select format (TAPS)	ARNG Level User selects the format, either Excel, PDF, or Access, from the drop down menu. Excel is the preferred exporting method.			TAPS	This Step can be done by any person with ARNG Level access to TAPS, including the Program Manager.
9	Click on "Export" (TAPS)	ARNG Level User clicks on "Export." TAPS database exports data into a workbook with 55 worksheets for each State/Territory and one for ARNG.			TAPS	This Step can be done by any person with ARNG Level access to TAPS, including the Program Manager.
10	Click on "Save" (TAPS)	ARNG Level User clicks on "Save" to save the Monthly Production report. ARNG Level User changes the title to: current month_year, Prod Rpt.			TAPS	
11	Change each worksheet to reflect the State	Program Manager changes each worksheet tabs to reflect the appropriate State name.				
12	Print workbook	Program Manager prints the entire workbook.				
13	Receive Progress Report from State?	Some States send the Program Manager a Progress Report. There is no formal format for this report and no requirement to submit this report.				

No.	Activity/ Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
14	Review Progress Report	If the State sends a Progress Report, the Program Manager reviews the Progress Report and checks for accuracy using the data inputted into the TAPS database. If errors were found, the Program Manager communicates with the State to fix the error.			TAPS	
15	Archive full report	Program Manager archives the full report, on the hard drive and a filing cabinet located at ARNG. The full report includes the information pulled from the TAPS database and the State Progress Report, if applicable. The report is used for historical records and to ensure reporting accuracy.				